

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE

FINANCIAL ADMINISTRATOR

Position available with Total Compensation - Employee Health Initiatives Division

Work Location: 301 W. Jefferson St, Phoenix, AZ 85003

Conditions of Employment

This position is Unclassified under Merit System Rules.

Recruitment Dates

Monday, February 23, 2004 - Friday, March 5, 2004

Salary

\$19.07 - \$25.37 Per Hour

Qualification Guidelines

Bachelor's Degree in Finance, Accounting or related field and five years of progressively responsible management experience in health insurance accounting and financial planning/administration. Experience must have included at least two years of supervisory experience. Must have knowledge of accounting standards, principles, practices, health insurance principles under various funding methodologies. Must have knowledge of budget principles, preparation, reporting, financial analysis and the interpretation of financial statements. Must be familiar with financial accounting systems (mainframe and server-based). Excellent communication skills necessary. Must have the ability to train and supervise staff in an effective manner. A Master's Degree and governmental accounting desired. Certified Public Accountant or Certified Management Accountant preferred.

Essential Job Tasks

Plans, organizes and supervises the activities of the financial accounting, budgeting and analysis staff. Constructs and monitors a Self-Insurance Trust Fund budget of approximately \$90 million across various health insurance programs and an agency General Fund budget of approximately \$2 million. This includes reserve management, financial services and reporting of a complex employee health and welfare/benefit insurance program, which includes medical, dental, life, short-term disability, and pharmacy to the Self-Insurance Board of Trustees and County senior management. Provides guidance and leadership in the establishment of accounting policies, application and interpretation of accepted accounting principles and the establishment, operation and enhancement of good internal control processes and procedures related to health insurance principles surrounding various funding arrangements.

Selection Procedure

The hiring authority will select the successful candidate based on departmental needs.

Filing Process

A Comprehensive Resume AND "Maricopa County Supplemental Data Form" must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. FAX: 602-506-3313. Obtain Application Materials On-Line: www.maricopa.gov

Equal Employment Opportunity

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

AUTHORITY TO WORK IN THE UNITED STATES: It is Maricopa County's intention to hire only legally authorized workers in compliance with the Immigration Reform and Control Act of 1986. All employees hired after 11/06/86 will be required to provide proof of work eligibility at the time an employment offer is extended.

MARICOPA COUNTY SUPPLEMENTAL DATA FORM
Human Resources Department, 301 West Jefferson, Phoenix, AZ 85003-2113

Financial Administrator

(001033/AM)

(Please print clearly or type)

1. *SOCIAL SECURITY #- 2. Are you at least 18 years of age? ☐ Yes ☐ No
(Disclosure of SSN is voluntary and is used for application tracking, record-keeping and data-processing purposes only.)

3. LAST NAME, First Name and Middle Initial:

4. MAILING ADDRESS:

5. HOME PHONE NUMBER: 6. BUSINESS/MESSAGE PHONE:

7. Are you a current employee of Maricopa County Government? ☐ Yes ☐ No
Have you ever worked for Maricopa County Government? ☐ Yes ☐ No

If yes, give payroll name if different from #3:

8. Have you been convicted of a crime(s) other than a minor traffic violation? ☐ Yes ☐ No
(For most jobs, convictions will not automatically disqualify you. Relationship to job will be considered.)

If yes, give date(s) and type(s) of offense(s):

9. Are you skilled in a language other than English? If so, please specify. ☐ No ☐ Yes

10. Please attach a **COMPREHENSIVE RESUME** which details your work history and educational credentials. Your work history information should include the name(s) and address(es) of your employer(s), dates of employment, and duties performed.

All information given by me in this application form is true. I understand that false information (misrepresentation or omission of information) is a basis for disqualification or dismissal. I have read the job announcement and agree to the conditions established therein. I authorize investigation of all statements contained herein. I also authorize the employers/references listed to give you any and all information concerning my previous employment and any pertinent information that they may have, and release all parties from all liability for any damages that may result from furnishing such information.

APPLICANT SIGNATURE

DATE

RECEIVED: _____ BY _____ APPROVED: ☐ Yes ☐ No BY: _____ DATE: _____

RESUME ATTACHED: ☐ Yes ☐ No

APPLICANT INFORMATION SURVEY

INSTRUCTIONS TO THE CANDIDATE: Maricopa County is an equal opportunity employer. The information solicited on this page is being compiled by the Maricopa County Human Resources Department to comply with Federal EEO/Affirmative Action recordkeeping regulations and to do related statistical research. You are not required to furnish this information, but your cooperation is encouraged. The information provided on this form is **CONFIDENTIAL**. This survey will be removed prior to the review process.

<p>DATE OF BIRTH</p> <p>____/____/____ Month Day Year</p> <p>ETHNIC CATEGORY (Circle One)</p> <p>White (Not of Hispanic Origin)</p> <p>Black (Not of Hispanic Origin)</p> <p>Hispanic</p> <p>American Indian or Alaskan Native</p> <p>Asian or Pacific -Islander</p>	<p>DISABLED?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SEX</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>AGE</p> <p>Over 40?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>HOW DID YOU FIRST LEARN OF THIS JOB?</p> <p>(Circle Only One Number)</p> <p><input type="checkbox"/> 1. Arizona Republic Newspaper</p> <p><input type="checkbox"/> 2. Other Newspaper:</p> <p><input type="checkbox"/> 3. Job Announcement posted in the Maricopa County Human Resources Dept.</p> <p><input type="checkbox"/> 4. Professional Journal:</p> <p><input type="checkbox"/> 5. Radio Station:</p> <p><input type="checkbox"/> 6. From a County Employee</p> <p><input type="checkbox"/> 7. Job Listing posted in a different agency (such as DES):</p> <p><input type="checkbox"/> 8. Television program:</p> <p><input type="checkbox"/> 9. Recorded Job Message</p> <p><input type="checkbox"/> 10. Internet</p> <p><input type="checkbox"/> 11. Job Fair</p> <p><input type="checkbox"/> 12. Other:</p>
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